

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/18/25

CONSENT AGENDA

1. Approve Regular Meeting Minutes of November 4, 2025
2. Appropriations Requiring Special Approval Within App. Ord 3226
 - Fund #34 Tree Board Capital - Anthony Coop - Stump Grinder Fuel IRA Grant-\$42.24
 - Fund #34 Tree Board Capital - Strong's Insurance - Stump Grinder rental Insurance IRA Grant-\$71.00
 - Fund #34 Capital Street - Allen Finley- Pelican Training meal reimbursement -\$39.25
 - Fund #34 Capital Street - Richie Oliphant- Pelican Training meal reimbursement -\$60.83
 - Fund #34 Capital Street - Richie Oliphant- Pelican Training advanced payment-\$1,000.00
 - Fund #12 Airport - EBH Engineering - Airport Taxiway Construction Engineering \$1,017.72
3. Appropriation Ordinance No. 3226 \$236,164.32
4. Approve 11.18.2025 Payroll \$56,779.56
5. Approve Drawdown #2 FAA Project No. 3-20-0002-016-2025 \$1,134.00 Taxiway Reconstruction

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

6. Bid Opening Building Demolition for 206 E Main and 208 E Main

We will finally have bids for this project. At the bottom of the agenda is the formal ordinances to proceed. We are finally getting there.
7. Bid Opening Trees for IRA Tree Grant

This is Bill's grant for more trees for the grant project.
8. IRA Tree Grant Update - Bill Moyer, Anthony Tree Board Chair

Bill is going to update you on the tree grant project.
9. Lake Bathroom Project - Anthony Lake Board

The Lake Board has requested to be on the agenda to discuss shipping containers at the lake.
10. Interpol Purchase and Grant Approval - Nathan Houston, Deputy Chief

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Nate has updated the PD capital improvement spreadsheet and would like to request approval to purchase PD software and apply for the next round of grant for the dash cams and other misc. items. He will explain.

11. Bid Award - Anthony Community Solar Project Feasibility Study **UNTABLE

I will update you on the bid for the solar feasibility study. KMEA, Larry, and myself have reviewed the proposal and find it satisfactory. We have one additional confirmation meeting with the bidder on Thursday. To save time, since the tax credit deadline is dangerously close for construction commencement, I will be seeking a contingent award at this meeting so we can get the process started. I would need the following motion if the Commission agrees: "Approve the bid with Entegri up to \$49,750 contingent upon final review from KMEA and city staff, and authorize the city administrator to execute the agreement for services."

12. Bond and Interest Fund Discussion

I will need to visit with the Commission on this fund balance. The bonds area paid off and we need to decide the next project to utilize the balance. I will explain.

13. Approve Utility Incentive Rebate Program for Onyx Creek Coffee Shop as Recommended by the ID/Eco Devo Board

14. Airport Economic Development Initiative Update

Read report below. I want to make sure the Commission is still good with me spending my time on this initiative and serving in this capacity.

15. Planning Commission Joint Work Session

The Planning Commission would like to invite the City Commission to a joint work session to discuss the storage container text amendments on December 1st at 6:00 p.m. They would like to meet for a joint session and then afterward, they will remain as a Planning Commission to finalize drafting the text amendment.

16. Dangerous Structure Ordinance No S-322 206 E Main 2025

Roll Call Vote.

17. Dangerous Structure Ordinance No S-323 208 E Main 2025

Roll Call Vote.

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Admin Report:

1. Airport Economic Development - At the approval of the City Commission I have continued to place Anthony Airport as a participant in the state-led aviation efforts with such players as KDOT, KDOC, KAA, Aviation Industry Businesses in Kansas, Aviation Industries outside of Kansas, other airports, Airport Consultants, and more. The efforts of this group are focused on maintaining Kansas' position as an Aviation Capital by preparing the way and opportunities for UAS (*Unmanned Aerial Systems: range from small, commercial drones, quadcopters and fixed-wing aircraft for photography and surveying to large military drones used for surveillance and combat*); and AAM (*Advanced Air Mobility Systems: aircraft include electric vertical takeoff and landing aircraft like the Joby Aviation prototype, the Lilium Jet, and the Volocopter 2X*) Systems to thrive throughout Kansas. This advisory group is called the Emerging Aviation Workgroup for Kansas and has identified that Kansas is a little behind the competing states in the effort to establish a State Appointed Commission that will have the ability to make the necessary decisions to keep Kansas moving forward on this initiative and at a rapid pace. Due to this the group has made a plan of action to prepare a draft model to present to the Governor and Legislators in the upcoming 2026 session to recommend formalization of such a commission to have the authority to take actions in Kansas. As this group continues in these efforts, and I continue to participate representing KANY, I always want to make sure I am working on tasks the City Commission wants my limited time spent on. Of course, our hope is that we are positioning KANY as a reputable forward thinking airport with many amenities that a business may want to come to and we are making a lot of contacts for that purpose. However, it also means I will assist in the preparation of this model plan, when I am able, in December and some of January if not complete. I just want to make sure my participation is still supported. I will have this on the agenda to confirm.

As an additional note of discussion during the meeting, I have contact with two airport economic development consultants. Unless you redirect me, I plan to get pricing and project scope objectives to utilize their services to provide KANY with the information we need to know to be economic opportunity ready for the UAS and AAM businesses. Please also confirm this direction at the meeting.

2. Magellan – Well, I could be telling you a fib because this statement has been proven wrong in the past but, Magellan has notified the city that they are going to run this week. I have KMEA and Larry on alert. KMEA will work to prepare a new contract price (since the existing contract pricing was only guaranteed for 2 years back in 2020, I believe). KMEA has done this several times in the last five years and each turned out to be a waste of our staff time and theirs, so we are proceeding cautiously. If they fire up, we will get a new contract drafted and move quickly. Until then, we will service off the market pricing and watch things very closely.

3. Airport T-Hangar Project – We are continuing funding discussions. I will have more to report on that when they have concluded. I do believe no matter how it shakes out we will have to front some of the funding out of capital and get reimbursed from FAA the following year when the next round of AIP Entitlement dollars becomes available. The T-Hangar predesign meeting with FAA

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was held November 14th. The purpose of this meeting is to set out the timeline and design scope with FAA to make sure they approve. The following timeline was scheduled:

November 30 – Survey Completed

January 1 – Preliminary Design Submitted to FAA

February 1 – Full Design with FAA Comments Submitted to FAA

February 15 – Release to Bid

March 17 – Open Bids and Award Bidder

March 24 – Submit Grant Application to FAA (prior to deadline of April 1)

As you can see this is a rigorous timeline. We will work with the airport board in December to decide on hangar design. As you know, I would like to build one big enough for economic development. We would also like to build some big enough for larger jets. We have two that could park there now if we had doors large enough. We will work with the airport board to bring a recommended design to the Commission during this process.

4. EPA Tech Assistance: Gary Taylor and I are still working through final determination as to whether we should proceed with testing the unbroken piece of pipe. This would be the last testing protocol we did not complete through the water main break research project. I do not believe the engineering team thinks this test is necessary because it does not change the outcome and because we already have two test reports on the pipe. As I have reported before, the possible difference is that this piece is not broken, and the two previous tests were with broken pipe which you cannot pressure test. I know I have already reported all of that to you, so I won't go back into that detail. We are finalizing their official thought on this now. If they do not agree, I am not sure it is covered by the grant. I will let you know where we land.
5. KCC 40101d Grant – As you will see, we did go ahead and pay those larger bills for the grant because I couldn't hold off any longer without incurring late fees. The grant has still not announced that funding reimbursements has resumed.
6. KDHE Water System Requirements – As you know, we have been dealing with the Lead Rules for the last few years. This is still on-going, and I am currently evaluating the possibility of utilizing one of our summer seasonal employees to work sporadically through the winter as an assistant to help people complete their lead surveys. For every survey completed, that is one property removed from our list of properties the city has to verify on site which will take water department staff time we do not have. I am also asking for the assistance of local contractors in completing this work from the property owners. The KDHE required lead letters are being prepared for mailing this month and since there are still so many properties with no surveys returned, we are still folding and mailing a lot of letters. At some point, KDHE will require us to address a replacement plan. Not today though so we are focusing on one thing at a time. Additionally, the city has received notice of the start of the KDHE required PFAS sampling. Anthony will be required to submit samples, 2 per year for the first year. Actual requirements and next steps after that have not been determined until KDHE starts to get some of the lab results from the testing.

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7. CDBG Housing Grant – The city has received official approval of the target area expansion for the CDBG grant. This means we can include 2 additional rehabs and 1 demo. We will need to finish up the Environmental Review posting to make it official and then we should be able to proceed with the application finalization and inspection. We will have to wait until we get through inspection and then the Bid Tour before we know the final dollar amount to see if anything will be left for the last demo the city may end up paying for. We will monitor and report.
8. Power Repair – The middle regulator at the Power Plant is not working properly. The LTC is not changing, it is stuck and therefore not regulating. At present it cannot step up. The guys are watching the load closely and Larry has parts on the way asap. We are hoping replacing the capacitor will fix the problem. If it does not, we may need to do a more extensive repair which could involve shutting the town's power down. This is worst case scenario and if we find ourselves there, we will give notice of the repair to the community and perform the work in the middle of the night. We will keep you posted if it comes to that.
9. 2025 Disaster Declaration Reimbursement – We had a follow up meeting with the Rep from KDEM to process Anthony's request for reimbursement for the costs we had during the summer 2025 storm events. This will take a year or more to finalize and we will likely only receive around \$15,000 but it was a short meeting to keep the process going so we took it.
10. Land Bank Trustee Open Position – The following people have expressed interest in the vacant Land Bank Trustee position: Joe Hall, Oscar Mascias, Diane Leland. The Land Bank Board will meet next week to discuss the candidates and would like to provide a recommendation to the City Commission for the December 2nd meeting.
11. KMEA Annual Conference – I attended the KMEA Conference in Wichita. Here are the main points of interest we will need to know:
 - I. KMEA Agency Fee will go up 1.6%. A portion of this (.05%) is due to a bond that KMEA is taking out because they need to build a new facility for Mid-States since their work demand from the member cities has tripled. We receive several of those services, like the alley rebuild and OCR projects we will be doing next year.
 - II. KMEA does recommend that rates should be reviewed every three years. We have not formally reviewed them since we installed the 138 Sub. However, I know the Commission is attempting to maintain the goal of not raising rates, so I don't know that we have the time to dedicate to this right now. I do recommend we attempt to do it within one year when we are going to need to raise the rates. Or, if you want, we can do it now just for our purposes to monitor. Let me know if you want me to get on the list with KMEA to perform a rate study if you want it sooner.
 - III. Power Plant Insurance – This was the main reason I wanted to attend. Gallagher insurance was presenting. They do provide utility only coverage to three utilities in Kansas now. If you recall, most insurance companies will not do utility only now. The speaker gave a list of legal terms and processes to check against our current insurance policy as there have been recent occurrences with insurance companies denying claims due to fine print language in the events of loss. They also shared about three points to potentially aid us in our dilemma of the cost of the power plant insurance and being stuck with EMC because no one else will carry it. As you know, this insurance issue is costing the city a large amount

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of money every year and renewal will be right around the corner. I don't want to waste a lot of time on this report on all of those details until I can review them to see if they are viable for Anthony and if they would produce any beneficial result. I will research these suggestions and then I will get on the agenda to report more if anything is viable. Hope and pray something will help us out as an alternate option (or premium reduction) prior to the 2026 renewal.

IV. KDOC was present to review some economic development programs. I have taken good notes and plan to present this at the next ID/Eco Devo Board meeting to aid in the effort of business sustainability and development. I came away with a lot of good ideas that I hope to incorporate but I am an idea person, and I am good at leveraging programs to make things happen in Anthony so of course, I have some ideas to share with the board, but I will need their assistance to get any of them going. These programs can work hand in hand with some of the objectives they have been discussing. Here is a review of some of the programs if you want to read, you can skip them if not as I am not asking to participate in any of them now:

1. HPIP High Performance Incentive Program: state income tax credits on qualified new capital investment (50% of credits can be sold). Sales tax exemption on qualified project-related expenditures. Wage criteria to qualify based on NAICS code.
2. PEAK Promoting Employment Across Kansas: Cash incentive that allows qualified companies to retain or receive a refund of state withholding taxes generated by new jobs. Allow the companies on quarterly basis, they remit the withholding tax on the new jobs and then they get a refund of up to 95% of those new jobs. If you add at least 100 new jobs in a two-year period can get refund longer.
3. KIT Kansas Industrial Training: a company comes to KDOC and says we are going to create x number of jobs; it will reimburse the company 1200-2000 per trainee. Wage eligibility criteria are based on county median wage and company offers adequate health insurance.
4. KIR Kansas Industrial Retraining: Similar to KIT in reimbursements but this is to train existing employees on new technology.
5. (KIT and KIR come from EDRF which is lottery proceeds)
6. Machinery and Equipment Personal Property Tax Exemption – Applies to M&E purchased new, used or relocated into Kansas from outside the state.

As we move into a great focus of economic development (with the airport and the buildings on Main Street) here are some items KDOC said will be critical for the city to have in place:

- Business friendly climate (*Eco Devo Board working on.*)
- Eco/Bus develop incentives like tax abatement, utility hook up reduction fee, labor recruitment assistance, entrepreneurial support. (*City has tax abatement and utility incentives, need to encourage the other taxing jurisdictions to continue the tax abatement at the renewal this year. We started talking about entrepreneurial support for businesses at the last Eco Devo meeting and can discuss recruitment assistance. The only problem is that our boards are volunteers, some of this would go faster and more aggressive if staff was assigned but we don't have it currently.*)
- Establish or develop industrial or business park. (*We have this and are working on it at the airport.*)
- Respond to RFP's or RFI's. (*This takes staff time and dedication but should be done.*)

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- NRP (*The AVR* that the city has works as well)
- LOIS Location One Information System www.locationone.com Primary site KDOC uses if a business opportunity is looking for locations to expand into. Not as conducive for small town downtown business fronts, more for industrial or commercial land or large retail buildings. (*The Eco Devo board is working on a Commercial and Industrial Development Portfolio of available properties. I will share this site with them to see if they can load that data into this system so Anthony will be part of the database the state is using to match cities to potential business developments and relocations*).

Basically, when it comes to Economic Development, there is a lot going on, programs available and businesses looking, it just depends on how aggressive Anthony wants to be with staff and dedication to the effort. Currently, you have indicated that economic development is our next target goal, so I am paying attention to these items to see what we can leverage and how we can bring some successes to existing and future businesses in Anthony.

12. Election Results – The County Clerk has certified the final results of the 2025 election as follows:

Greg Cleveland – 294 (Four-Year Term)
Jan Lanie – 259 (Four-Year Term)
Howard Hatfield – 245 (Two-Year Term)

Congratulations Incumbents!

13. Staffing – Police Department held interviews last week. The city mechanic and one street department employee attended the Elgin Street Sweeper training in Chicago last week as well and they reported that it was a very valuable training.

14. Fall Employee Enhancement – We didn't have time to do the employee fall lunch in October like we normally do so we threw one together really quick this month and had some chili/soup out at the lake. Employees made the chili and soup and participated for the "Golden Spoon" grand prize. Richie is your winner with the grand chili dish!

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Pictured is City Mechanic Richie Oliphant
Side note: the Golden Spoon trophy was made by employee Jeffrey Todd!